

September 29, 2004

MEMORANDUM:

TO: Prospective Applicants for HTH 440-11 Request for Proposals (RFP)

FROM: Elaine Wilson, ACSW, LSW, MPH
Chief, Alcohol and Drug Abuse Division

SUBJECT: QUESTIONS, ANSWERS AND ADDENDUM REGARDING RFP HTH 440-1-11 (SUBSTANCE ABUSE SCHOOL-BASED TREATMENT SERVICES)

The RFP Orientation Session for HTH 440-1-11 was held at 601 Kamokila Blvd., Kapolei, Room 111 A&B, on September 20, 2004. Attached are written responses to the written questions submitted at the September 20, 2004 session or postmarked by 12 o'clock midnight H.S.T., September 20, 2004 deadline as specified in Section 1 of the RFP. An Amendment to RFP HTH 440-1-11 is also attached.

ELAINE WILSON

Attachments

**State of Hawaii
Department of Health
Alcohol and Drug Abuse Division**

**RFP 440-1-11
Substance Abuse School-Base Treatment Services**

**RFP QUESTIONS AND ANSWERS
September 29, 2004**

The following are the responses to the written questions submitted during the Orientation Session for RFP 440-1-11, Substance Abuse School-Based Treatment Services, and prior to midnight on Friday, September 24, 2004, and, as specified in Section 1 of the RFP.

Q 1. Can you please look into teleconferencing? It is a financial hardship to come to Oahu for 90 minutes?

A. Yes, we will look into teleconferencing.

Q 2. “Iao Intermediate School on Maui has not been included. It is a school that has the 2nd worst problem on Maui. That is why you gave us a SIG Grant to do a prevention program. Please look at your numbers. I have the individual school report.”

A. The Maui State Incentive Grant (SIG) award was not based on youth needing substance abuse treatment. The SIG RFP did not specify the severity of incidence of substance abuse or the severity of risk factors as a criteria for selection of awardees. Its evaluation criteria addressed the capability of an applicant to organize an effective local partnership and implement an evidence-based prevention practice. ADAD sought to fund two projects on Maui and two were selected. The 2002 Student Survey indicated a fairly low percentage of Iao Intermediate School students meeting the criteria for needing treatment.

Q 3. “The enrollment numbers are incorrect for all Maui schools, may we use the Principal’s numbers for our enrollment justification? These will be verified on our letters of support.”

A. No. The enrollment numbers in the proposal are from the Department of Education for the 2003-2004 school year and are the figures to be used. The 2005 figures are similar.

**State of Hawaii
Department of Health
Alcohol and Drug Abuse Division**

**RFP 440-1-11
Adolescent Substance Abuse School-Based Treatment Services**

**ADDENDUM #1
September 29, 2004**

The following are additions, deletions, and corrections to RFP 440-1, Substance Abuse Treatment Services Sub-Category 440-1-11 Adolescent Substance Abuse School-Based Treatment Services, issued September 20, 2004:

1. **RFP 440-1-11, Adolescent Substance Abuse School-Based Treatment Services**, Section 2. D. Description of the target population to be served in paragraph 1, page 2-3:
The target population is middle school age adolescents who meet either the **DSM IV** criteria for substance abuse or dependence or the American Society for Addictive Medicine Patient Placement Criteria (**ASAM PPC**). All clients in any level of treatment shall meet the most current version of the ASAM PPC for admission, continuance, and discharge.

This paragraph shall be amended to read:

The target population is middle and high school age adolescents who meet either the **DSM IV** criteria for substance abuse or dependence or the American Society for Addictive Medicine Patient Placement Criteria (**ASAM PPC**). All clients in any level of treatment shall meet the most current version of the ASAM PPC for admission, continuance, and discharge.

2. **RFP 440-1-11, Adolescent Substance Abuse School-Based Treatment Services**, Section E. Geographic coverage of service, Paragraph 2, on page 2-4:
After this sentence, “**APPLICANTS may apply for up to a maximum of \$90,000 per school.**” insert the following sentence: “ADAD estimates that high schools with an enrollment of more than six hundred students will need approximately \$90,000.

Paragraph 3 on page 2-4:

Treatment awards for middle/intermediate schools could range from \$10,000 to \$90,000 per school. It is critical that APPLICANTS examine the student enrollment numbers, the projected percentage of schools needing treatment and provide a justification for funding being requested.

This paragraph shall be amended to read:

Treatment awards for middle/intermediate schools could range from \$10,000 to \$90,000 per school. It is critical that APPLICANTS examine the student

enrollment numbers, the projected percentage of students needing treatment and provide a justification for funding being requested.

Paragraph 4 on page 2-4, #1: Add the following sentence to the end of the paragraph:

“APPLICANTS should note that there are only 184 students at Hana High and Intermediate School and only 539 at Molokai High and Intermediate School and should budget accordingly and provide complete justification for the funding amount requested.”

3. **RFP 440-1-11, Adolescent Substance Abuse School-Based Treatment Services**, Section E. Geographic coverage of service, page 2-5, 2. In the priority list of schools #1 Honaunau Inter (Hawaii/Grades 6-8) 79 students/15.00% and Hookena Inter (Hawaii/Grades 6-8) 85 students/13.30% will be removed from the list. These schools no longer have grades 6-8 according to the 2004-2005 DOE enrollment. Most of the students are now attending either Konawaena Middle or Naalehu Intermediate Schools.

Group #1 in the school priority list will be amended to:

Konawaena Mid (Hawaii/Grades 6-8) 337 students/6.50%

Naalehu Inter (Hawaii/Grades 6-8) 117 students/7.10%.

4. **RFP 440-1-11, Adolescent Substance Abuse School-Based Treatment Services**, Section E. Geographic coverage of service, page 2-5, 2. In the priority list of schools, #5 Maui Waena Inter (Hawaii/Grades 6-8) **shall be amended to:** #5 Maui Waena Inter (Maui/Grades 6-8).

October 1, 2004

MEMORANDUM:

TO: Prospective Applicants for HTH 440-1-11 Request for Proposals (RFP)

FROM: Elaine Wilson, ACSW, LSW, MPH
Chief, Alcohol and Drug Abuse Division

SUBJECT: ADDENDUM #2 REGARDING RFP HTH 440-1-11 (SUBSTANCE ABUSE
SCHOOL-BASED TREATMENT SERVICES)

A second Addendum to RFP HTH 440-1-11 is attached.

ELAINE WILSON

Attachment

**State of Hawaii
Department of Health
Alcohol and Drug Abuse Division**

**RFP 440-1-11
Adolescent Substance Abuse School-Based Treatment Services**

**ADDENDUM #2
October 1, 2004**

The following is an amendment to RFP 440-1, Substance Abuse Treatment Services, Sub-Category 440-1-11 Adolescent Substance Abuse School-Based Treatment Services, issued September 20, 2004:

- 1. RFP 440-1-11, Adolescent Substance Abuse School-Based Treatment Services, Section 1. IV. Procurement Timetable, Proposal Submittal Deadline, on page 1-2:**

The Scheduled Date for Proposal submittal deadline shall be changed to October 12, 2004.

October 7, 2004

MEMORANDUM:

TO: Prospective Applicants for HTH 440-1-11 Request for Proposals (RFP)

FROM: Elaine Wilson, ACSW, LSW, MPH
Chief, Alcohol and Drug Abuse Division

SUBJECT: ADDENDUM #3 REGARDING RFP HTH 440-1-11 (SUBSTANCE ABUSE
SCHOOL-BASED TREATMENT SERVICES)

A third Addendum to RFP HTH 440-1-11 is attached.

ELAINE WILSON

Attachment

**State of Hawaii
Department of Health
Alcohol and Drug Abuse Division**

**RFP 440-1-11
Adolescent Substance Abuse School-Based Treatment Services**

**ADDENDUM #3
October 7, 2004**

The following is an amendment to RFP 440-1, Substance Abuse Treatment Services, Sub-Category 440-1-11 Adolescent Substance Abuse School-Based Treatment Services, issued September 20, 2004:

1. **RFP 440-1-11, Adolescent Substance Abuse School-Based Treatment Services**, Section 2.I.E. Clarification of justifications to be provided for amount requested per schools, on pages 2-4 and 2-5:

“APPLICANTS may apply for up to a maximum of \$90,000 per school. Since some middle/intermediate schools have small enrollments, the amount awarded for treatment at middle/intermediate schools will take into account the number of student enrollments and the projected percent and number of students needing treatment based on the 2002 Department of Health’s Student Alcohol, Tobacco and Other Drug Use Survey (See listing below). ADAD estimates one counselor position will be needed for approximately 60 students requiring treatment services. Since funds are limited, APPLICANTS should use the guideline that no school will be funded for more than one counselor and smaller schools will be funded for less than one counselor.

Treatment awards for middle/intermediate schools could range from \$10,000 to \$90,000 per school. It is critical that APPLICANTS examine the student enrollment numbers, the projected percentage of schools needing treatment and provide a justification for funding being requested.”

Several providers have called to ask clarifying questions about this section so ADAD’s response is being sent to all applicants.

ADAD estimated that about one full-time counselor would be needed for each of the numbered groupings (#1 - #15) on page 2-5.

2. **RFP 440-1-11, Adolescent Substance Abuse School-Based Treatment Services**, Section 2.III.A.c. on page 2-11.

“The APPLICANT shall include with the proposal:

- (1) A letter of acceptance and support from the school principal of each targeted school; and
- (2) A Memorandum of Agreement signed and dated by the targeted school principal specifying the administrative and logistical support to be provided and reciprocal responsibilities of the school and school-based program.”

ADAD has been informed that at least one school, Lahaina Intermediate, is on break, in which case school principals are not available to sign letters of acceptance or Memorandums of Agreement. In other cases, principals have not responded after repeated attempts. In each of these cases, document your efforts to contact principals and this information will be taken into consideration.

ADAD will extend the time necessary to submit either a letter of acceptance and support from the school or a Memorandum of Agreement until October 29, 2004.

Applicants must fax the document by 4:30 PM, October 29, 2004.
FAX to Attention To: Margaret Tom, Fax: 692-7521, Phone: 692-7522